

Los Angeles County Metropolitan Transportation Authority**Job Classification Specification****OPERATIONS AND MAINTENANCE SYSTEMS/SAFETY MANAGER**

Pay Grade H1N

(\$ 77,831.94 - \$ 97,279.10 - \$ 116,726.27)

Basic Function

To manage and coordinate Metro's operations system safety and assurance programs.

Classification Characteristics

Supervised by: Director Of Corporate Safety

Supervises: Sr Safety Specialist; Safety Specialist

FLSA: Exempt

Work Environment

In order to achieve Metro's goals in support of its mission, potential candidates are required to commit and continuously practice and demonstrate the following work values:

- **Safety** – To ensure that our employees, passengers and the general public's safety is always our first consideration.
- **Service Excellence** – To provide safe, clean, reliable, on-time, courteous service for our clients and customers.
- **Workforce Development** – To make Metro a learning organization that attracts, develops, motivates and retains a world-class workforce.
- **Fiscal Responsibility** – To manage every taxpayer and customer-generated dollar as if it were coming from our own pocket.
- **Innovation and Technology** – To actively participate in identifying best practices for continuous improvement.
- **Sustainability** – To reduce, reuse and recycle all internal resources and reduce green-house gas emissions
- **Integrity** – To rely on the professional ethics and honesty of every Metro employee.
- **Teamwork** – To actively blend our individual talents to achieve world-class performance and service.

Examples of Duties

- Reviews and approves all equipment specifications, purchases, designs, and construction of bus/rail equipment, facilities, and systems to ensure compliance with safety standards
- Reviews job safety and hazard related claims and reports and makes recommendations
- Meets with executive staff and departmental management regarding findings and recommendations to reduce hazards and losses and ensures compliance with the law as required
- Manages audit of operations and maintenance programs to ensure compliance with laws,

rules, and regulations

- Manages the Reliability Demonstration Program as applicable
- Participates in emergency response drills to evaluate safety procedures and practices and recommends improvements
- Develops, establishes, and administers the operations master system safety plan, hazard resolution program, and other accident prevention and loss control policies and programs for Metro
- Recommends Metro system safety performance goals and objectives and monitors Metro performance
- Develops, implements, and administers various programs to promote safety; consults with and advises Metro management and staff on policies, procedures, and practices of Metro's safety programs
- Investigates or directs investigation accidents, and makes and follows-up recommendations for improving the system safety program and transit operations
- Gathers and analyzes design, operation, maintenance, and accident statistics and data
- Represents Metro before regulatory agencies; meets with governmental safety departments or organizations regarding resolution of problems and updated safety equipment and practices
- Supports the rail activation group, various committees as assigned, and all rail startup projects
- Prepares comprehensive reports, training manuals and materials, and correspondence
- Communicates and implements safety rules, policies, and procedures in support of the agency's safety vision and goals; and maintains accountability for the safety performance of all subordinate employees
- Manages departments including developing, monitoring and adhering to Metro's policies/procedures, budget and achieving units goals and objectives
- Maintains, supports, and promotes a safe work environment while complying with all of Metro's safety rules, policies, and procedures

Essential Knowledge and Abilities

Knowledge of:

- Bus/Rail operations, system safety and assurance programs and procedures as it relates to bus/rail transit
- Theories and principles of system safety management work practices as well as occupational safety and health administration
- Applicable federal, state, and local laws, rules and regulations governing design and operation of bus/rail-related systems equipment, fire, safety, and occupational health laws and regulations
- Safety organizations and regulatory agencies
- Modern management theory

Ability to:

- Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements

- Manage projects effectively
- Analyze situations, identify problems and hazardous conditions, recommend solutions, and monitor progress to achieve desired outcomes
- Prepare comprehensive reports and correspondence
- Exercise sound judgment in day-to-day as well in emergency situations
- Communicate effectively both orally and in writing
- Interact professionally with various levels of Metro employees and outside representatives
- Determine strategies to achieve goals
- Compile, analyze, and interpret complex data
- Plan financial and staffing needs
- Meet time constraints and frequent deadlines
- Supervise subordinate staff

Minimum Qualifications

Potential candidates interested in the OPERATIONS AND MAINTENANCE SYSTEMS/SAFETY MANAGER position MUST meet the following requirements:

- Bachelor's degree - Transportation Management, Business Administration, Safety, Engineering, or other related field
- Valid California Class C driver's license
- 5 years' in safety management or other related experience
- Bus/Rail transit safety courses desirable
- Professional certificate/licenses: Safety Professional; Occupational Safety and Health desirable

Special Conditions

- Frequent exposure to weather, physical, mechanical, and electrical hazards
- On call 24 hours a day, seven days a week for emergency response

Disclaimer

This job specification is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Employees may be required to perform any other job-related instructions as requested by their supervisor.

Date Originally Created: 7/7/1994

Date Last Revised: 4/8/2003

Non-Contract: 8104B